

**SCU OF HEALTH SCIENCES**  
Job Description

**JOB TITLE: Full-time PA Faculty Member, Master of Science: Physician Assistant  
(MSPA) Program**

---

Reports To: Physician Assistant Program Director  
Prepared by: ADP TotalSource

---

May 22, 2017

**SUMMARY:**

This position is primarily responsible serving the Master of Science: Physician Assistant (MSPA) program and appointed to the College of Science and Integrative Health (CSIH). This position is subject to an annual Faculty Performance Appraisal (FPA) where the majority of the appraisal will be based on student learning, service (including intra and extra-institutional service, through participation in college and/or university committees, graduations, and other assignments) and scholarship. The faculty member is responsible to apply their expertise to develop and deliver courses that improve the learning outcomes of our students. In addition, the full-time faculty member will actively participate in departmental and general faculty meetings, student selection and remediation, open labs, and perform additional duties as assigned by the Department Chair or Dean by performing the following duties.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Core duties and responsibilities include the following. Other duties may be assigned.

Supports the Mission, Vision, the Values of SCU, and the goals of the MSPA program.

Teaches assigned classes in accordance with current course Student Learning Outcomes and Objectives.

Supports the department and its members.

Uses appropriate teaching strategies and methods such as, but not limited to, active learning, laboratory activities, and self-directed instruction.

Modifies teaching methods based on assessment results and best practices in teaching and learning.

Documents modifications in course content or instructional methods based on student and course assessment results and feedback.

Performs regular evaluations and assessment of student performance.

Submits student grades and course reports as required.

Attends and actively participates in department and campus meetings.

Remains current in their discipline and update course content as needed to reflect current levels of knowledge.

Participates in the Faculty Performance Appraisal (FPA) process.

Works in a team and committee environment in a courteous and professional manner.

Promotes the University mission, vision, goals, and objectives to both internal and external constituencies.

Maintains all licenses and certificates necessary for employment eligibility.

Performs other duties and responsibilities as assigned.

MSPA Principal Faculty may also be responsible for participation in:

Develops, reviews and revises as necessary the mission statement for the program.

Selects applicants for admission to the PA program.

Provides student instruction.

Evaluates student performance.

Maintains academic counseling of students.

Assures the availability of remedial instruction.

Designs, implements, coordinates, evaluates curriculum.

Evaluates the program.

Instructional faculty must be:

Qualifies through academic preparation and/or experience to teach assigned subjects and knowledgeable in course content and effective in teaching assigned subjects.

**ATTENDANCE:**

Must be punctual and timely in meeting all requirements of performance, including, but not limited to, attendance standards and work deadlines; beginning and ending assignments on time; and scheduled work breaks; where applicable.

**COMPETENCIES:**

To perform the job successfully, an individual should demonstrate the following competencies:

Intellectual

- Analytical - Synthesizes complex or diverse information; Collects and researches data; Uses intuition and experience to complement data; Designs work flows and procedures.

- Design - Generates creative solutions; Translates concepts and information into images; Uses feedback to modify designs; Demonstrates attention to detail.
- Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations.
- Project Management - Develops project plans; Coordinates projects; Communicates changes and progress; Completes projects on time and budget; Manages project team activities.
- Technical Skills - Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.

### Interpersonal

- Customer Service - Manages difficult or emotional customer situations; Responds promptly to customer needs; Solicits customer feedback to improve service; Responds to requests for service and assistance; Meets commitments.
- External Working Relationships – Develops and maintains courteous and effective working relationships with clients, vendors and/or any other representatives of external organizations.

### Leadership

- Change Management - Develops workable implementation plans; Communicates changes effectively; Builds commitment and overcomes resistance; Prepares and supports those affected by change; Monitors transition and evaluates results.
- Delegation - Delegates work assignments; Matches the responsibility to the person; Gives authority to work independently; Sets expectations and monitors delegated activities; Provides recognition for results.
- Managing People - Includes staff in planning, decision-making, facilitating and process improvement; Takes responsibility for subordinates' activities; Makes self available to staff; Provides regular performance feedback; Develops subordinates' skills and encourages growth; Solicits and applies customer feedback (internal and external); Fosters quality focus in others; Improves processes, products and services.; Continually works to improve supervisory skills.

### Organization

- Business Acumen - Aligns work with strategic goals.
- Cost Consciousness - Works within approved budget; Develops and implements cost saving measures.

- Business Necessity – The needs of the employer may be dependent on responding to and anticipating rapidly changing external and internal demands in all aspects of how business is conducted. This may include, but is not limited to, organization structure, finances, goals, personnel, work processes, technology, and customer demands. Therefore, it may become necessary to make modifications to how business is conducted and work is accomplished, with minimal or no advance notice to employees. Accordingly the employee must be capable of adapting, with minimal or no advance notice, to changes in how business is conducted and work is accomplished, with no diminishment in work performance.
- Safety and Security –All employees are responsible for observing safety and security procedures as applicable and reporting potentially unsafe conditions to management.

#### SUPERVISORY RESPONSIBILITIES:

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

#### QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### EDUCATION AND/OR EXPERIENCE:

Master's degree (M.A.) or equivalent; or four to ten years related experience and/or training; or equivalent combination of education and experience.

#### LANGUAGE SKILLS:

Ability to read, analyze, and interpret the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to write speeches and articles using original or innovative techniques or style. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and/or boards of directors

#### COMPUTER SKILLS:

To perform this job successfully, an individual should have knowledge of: PC skills working in a Microsoft Windows OS environment with proficiency in Microsoft Office applications, including Microsoft Word, Excel, Outlook, and PowerPoint.

#### CERTIFICATES, LICENSES, REGISTRATIONS:

- Must hold current NCCPA-certification
- Must be a licensed PA in the state of CA

#### OTHER SKILL, ABILITIES, AND QUALIFICATIONS:

- Excellent writing and communication skills; excellent problem solving and analytical abilities; strong organizational skills and attention to detail; ability to work independently and follow through on multiple assignments in a timely manner; work effectively as a team member; ability to work with diverse constituencies; coordinate and prioritize a variety of diverse tasks; excellent interpersonal skills.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of directions and information furnished in written, oral, diagram, or schedule form.
- Language Skills: Ability to read, analyze, and interpret complex information and documents. Ability to respond effectively to sensitive inquiries, concerns or needs. Ability to write and communicate effectively.
- Fluency in Spanish language including medical terminology preferred.

#### PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel and talk or hear. The employee is frequently required to stand; walk; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop; kneel, crouch, or crawl; and taste or smell.

The employee must occasionally lift and/or move up to 25 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

#### WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts and outside weather conditions.

The noise level in the work environment is usually moderate.

## Expectations of SCU Employees

The SCU President's Cabinet has identified a set of values and attributes that are bare minimums for employment, those that are core to who we are as a university, and values to which we aspire. Further identified are qualities and attributes desirable for employees in general, and senior leadership specifically. This is in harmony with principles found in *The Advantage*, by Patrick Lencioni.

### SCU Core Values:

1. **Transparency:** Transparency implies openness, clear communication, respect, and accountability. Transparency is operating in such a way that it is easy for others to see what actions are performed. At SCU we believe that transparency leads to trust, improved problem solving, stronger unified teams, and enhanced productivity.

2. **Grit:** Grit is passion and perseverance toward long-term goals. A positive, non-cognitive trait based on an individual's passion for a particular long-term goal coupled with a powerful motivation to achieve their respective objective. This perseverance of effort promotes the overcoming of obstacles or challenges that lie within a gritty individual's path to accomplishment. At SCU, grit is "Sprinting the Marathon" we have engaged in to be successful and reach long-term sustainability in the ever-changing healthcare and higher education environment.

([http://www.ted.com/talks/angela\\_lee\\_duckworth\\_the\\_key\\_to\\_success\\_grit.html](http://www.ted.com/talks/angela_lee_duckworth_the_key_to_success_grit.html))

3. **Sense of Humor:** Having a sense of humor is about having a sense of perspective and using the ability to find the humor in situations to manage stress and creatively problem solve. At SCU, adding relevant and safe humor is about celebrating work, not trivializing it. By occasionally taking ourselves lightly, while still taking our jobs seriously, mixing humor in an appropriate manner will lead to improved workplace productivity and morale.

### SCU Permission-to-Play Values:

- 1) Respect
- 2) Integrity
- 3) Emotional intelligence
- 4) Team player
- 5) Accountability
- 6) Collegiality
- 7) Authenticity

### SCU Aspirational Values:

- 1) Evidence based
- 2) Passion
- 3) Extra mile
- 4) Integrative
- 5) Adaptability

### Common Profile Qualities:

- 1) Customer service focused
- 2) Willing to invest in student/client success by fostering positive relations, guidance, and assistance
- 3) A belief that no task that improves the University is beneath us/servant leadership
- 4) Be an ambassador of the brand
- 5) Be a part of recruitment
- 6) Resource innovator

Profile-Specific Qualities by Category:

- 1.) They are a model of academic leadership
  - a. They consistently strive for greater information literacy
  - b. They are passionate within their discipline and about SCU
  - c. They are exemplars within the profession
  - d. They are mentors for students, staff and co-faculty
  - e. They utilize entrepreneurship and innovation within their curriculum
  - f. They offer innovative and continuous ideas for university improvements/assessments
- 2.) They operate with a strategic community and external perspective
  - a. They support and engage in philanthropic endeavors
  - b. They forge internal and external academic community partnerships
  - c. They participate in civic engagement
- 3.) They actively facilitate the university's academic vision
  - a. They are a champion of inter-professionalism
  - b. They are an Evidence-Based practitioner or Teacher
- 4.) They are a champion of the university
  - a. They are academic program champions
  - b. They are enrollment/recruitment champions
  - c. They participate in and help coordinate campus events